

Access to Records Request

As required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), clients have a right to request the opportunity to inspect and copy their health information. This right to access does not pertain to information compiled in anticipation of or use in a civil, criminal or administrative action, to information received in confidence from an individual other than the health care provider, psychotherapy notes or if there is a belief that access to the information could be harmful to the client or others. We will evaluate each request and make a determination. A fee may be charged if a client has received access to the same information within the previous 12 months.

					Por Office Use Only: ☐ Approved ☐ Denied		
I hereby request access to health information for:				Delayed, we will act on thi	s request b	y	
Name:		ID Number:		Comments:			
Address:		Date of Birth:		_			
Record Holder:		Date of Request:					
Scope of Access Reques	ted			WDH Representative Signatur	e:		
I would like access to:		e records <i>or</i>		Documentation of Relations	ionship:		
	□ The p	ortion of the record	s concerning:	□ Reviewed		Attached	
I understand information may	include informat	ion related to the tre	eatment of behavioral, me	ntal health, drug, alcohol or sexually tr	ransmittab	le diseases.	
(Specify type of disease, accident, day	ates of treatment or o	ther portion of records o	f interest.)				
<u>-</u>	se let me know v present and I m		the record in any way.	I the fee, if any. I understand that an e	employee	of Wyoming Departmer	
☐ Copies. I would I		records requested. following format:					
☐ Copies. I would I☐ I would like the in	formation in the ay be charged a stand a reasonal	reasonable fee for ole fee may be charge	clerical costs incurred in n	naking records available for inspection			
☐ Copies. I would I☐ I would like the in Charges Inspection: I understand I m Copies of Transfer: I unders	formation in the ay be charged a stand a reasonal	reasonable fee for ole fee may be charge	clerical costs incurred in n ged for copies. □ Please co	·			